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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 27 March 1957

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . .  
C/PD - Voting Member . . . . .  
C/PCD - Voting Member . . . . .  
C/TSD - Voting Member . . . . .  
C/ASD - Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . .

25X1A9A

1. Minutes of Previous Meeting

The Executive Secretary requested clarification of his responsibility with regard to the assignment of SD:SM personnel to OSI, as noted in the Minutes of the Medical Staff Career Service Board Meeting of 20 March 1957, stating that he had informed [ ] that this request would be held in abeyance pending receipt of a similar request from another component. It was agreed that this was all that was required. The Minutes were otherwise approved as written.

2. Assignment

The Board next considered candidates for the position of Administrative Officer, Special Support Staff, at grade GS-11. The Executive Secretary named the following individuals as eligible for this position:

25X1

25X1A9A [ ] was recommended for the position because of his recent request for reassignment to SSS or PCD.

A memorandum request recently received from C/PCD for reassignment of his personnel was reviewed as follows:

25X1A9A

[ ] GS-12, to Administrative Officer, SSS  
GS-11, to Administrative Officer and  
PCD  
-9, to Research and Development position,  
, GS-8, to Training Liaison Officer.

25X1A9A In the event of [ ] transfer to another component, C/PCD would favorably consider the assignment of [ ] to the A0/SSS position.

25X1A9A

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25X1A9A With regard to the two nominees of the Executive Secretary, C/PCD felt  
25X1A9A that [ ] did not possess the background for instruction and opera-  
25X1A9A tional work to which employees of SSS and PCD are sometimes assigned;  
25X1A9A he also felt that [ ] could have more to offer the PCD-SSS com-  
25X1A9A bined functions to [ ] DC/MS stated that before the assignment  
25X1A9A of [ ] could be considered, the Board must have assurance that  
25X1A9A he does not plan to transfer for a reasonable period of time; C/PCD  
25X1A9A replied that while [ ] had indicated a desire to transfer, he  
25X1A9A did not feel that such action would take place in the foreseeable future.

The Board Members voted on this assignment as follows:

DC/MS	[ ]
C/PD	
C/TSD	
C/PCD	

25X1A9A

25X1A9A The Executive Secretary reiterated his recommendation of the assignment  
25X1A9A of [ ] to this position and added that the Registrar would concur  
25X1A9A in the release of [ ] from his present position of Physical Require-  
25X1A9A ments Officer and the assignment of [ ] to the PRO position. 25X1A9A

In view of this discussion, C/MS will take the assignment of a candi-  
date for the position of Administrative Officer, SSS, under advisement.

### 3. Review of Fitness Reports

The Executive Secretary announced the receipt of Fitness Reports on  
the following employees:

25X1A9A

[ ]	-10, Medical Administrative Officer
	9, Medical Technician
	GS-7, Staff Nurse
	GS-6, Secretary (Stenographer)

### 4. Review of Field Reassignment Questionnaire

Receipt of a Field Reassignment Questionnaire from [ ] 25X1A9A  
GS-8, Medical Technician, assigned to [ ] was announced by the  
Executive Secretary. A letter of acknowledgement will be forwarded to 25X1A6A

25X1A9A

### 5. Competitive Promotion Program

Since it appears that the DD/S' stated ideas on the subject of the  
Competitive Promotion Program are at variance with the comments of repre-  
sentatives of the Office of Personnel, C/MS requested the Executive  
Secretary explore this matter and report his findings to the Board. If

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this does not suffice, C/MS will prepare a memorandum to the Director of Personnel. The Executive Secretary announced his intention to present such a report to the Board in the near future.

6. Career Planning for Individuals - CIA Regulation

25X1

Career Preference Outlines on the following Medical Staff personnel were reviewed by each individual's supervisor:

25X1A6A

	GS-12, Medical Technical Assistant
	12, Supply Officer (Deputy Chief)
	-11, Physical Requirements Officer
	S-11, Personnel Officer
	GS-12, Registrar
	GS-11, Medical Technical Assistant
	-12, Psychologist (Clinical)
	GS-12, Pharmacist (Administrative)

These Outlines will be forwarded to the Office of Personnel with the notation that they have been reviewed by the Career Service Board.

7. Miscellaneous

a. C/MS raised the question as to whether or not assignments considered by the Board are made known to eligible candidates prior to the Meeting so that they might apply if interested. Since such a procedure does not exist, the Executive Secretary was requested to give this matter consideration and present his ideas at the next Board Meeting.

b. C/PCD has submitted a periodic training review to C/MS and it will be discussed at the next Meeting of the Board.

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/PD
- 1 - C/TSD
- 1 - C/PCD
- 1 - C/ASD

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